

THINKING OF SELLING YOUR BUSINESS or TERMINATING YOUR CONTRACT?

Before you sign on the dotted line - read your MCDA-CMO Residential Contract!

Did you know that even after you sell your CBRF or relinquish your CBRF license to DHFS, some requirements of the MCDA-CMO Provider Contract remain in effect, such as:

- Provider Records
“Provider shall maintain records for a period of not less than five years from the date this Contract ends. Records involving matters that are the subject of litigation shall be retained for a period of not less than five years following the termination of litigation. Upon expiration of the five-year retention period, Provider may request authority from CMO to destroy, dispose of, or transfer the records.”
- Audit Requirements
“The Provider agrees to deliver to the Purchaser one copy of the resultant audit report, to include the opinion on the financial statements, internal control statement and compliance opinion, the management letter, and management’s corrective action plan for all audit issues within 30 days of its receipt by the Provider but not later than 180 days after completion of the Provider’s fiscal year.”
- Recovery of Overpayments
“The CMO shall recover from Provider money paid in excess of the conditions of this Contract. Repayment shall be made in full within thirty days after the CMO has made written demand to Provider for repayment.”

“Provider understands and agrees that it is responsible for, and the CMO is entitled to, repayment of amounts identified as a result of the audit required under this section and acknowledges that failure to repay such amounts may result in legal action as determined by Milwaukee County Corporation Counsel. Interest and any legal expenses incurred by MCDA in collection of these amounts shall be charged the Contractor on outstanding repayments as set forth in s46.09 (4) (h) Milwaukee County General Ordinances.”
- Access to Records
“CMO and duly authorized county, state and federal representatives shall have the right upon request to inspect, examine or copy any and all documents and records maintained by Provider and pertaining to this Contract.”
- Cooperation in Resolving Member Complaints and Grievances
“Provider agrees to fully cooperate with the CMO in researching and resolving Members’ complaints and grievances regarding Provider’s services.”

Please provide the following documents to your Contract Specialist within 30 days prior to the execution of the sale or change.

1. Management and Operations Transfer Agreement and Purchase Agreement
2. Signed Audit Engagement letter covering period prior to sale.
3. Dissolution of Incorporation Plan (if applicable) – who will retain assets?
4. Evidence of escrow for future employee payroll.